Sustainable Office Systems and Procedures Guide 2013-2014

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Executive Summary

The Conservation Council ACT Region Office has been occupied for 6 months at the time of writing. The office space is newly built and was retrofitted under supervision of Conservation Council staff, so already has efficient design concentrated on water and energy saving. This report aims to, among other things, review recommendations yet to be delivered from the Conservation Council's 'Sustainable office 2013' document.

- Chapter two focuses on energy use in the office. It shows that electricity consumption is dominated by heating and cooling, and that there are structural and day-to-day changes that can be made to improve energy efficiency. The most significant recommendations for structural changes are; educating all staff on how to override the air-conditioner when it is heating or cooling unnecessarily,
- exploring the possibility of switching from sensor lights to switch lights in high traffic areas such as the foyer, and
- purchasing renewable energy from the grid.

Chapter three covers water use in the Conservation Council office. Toilet flushing was found to be the biggest form of water consumption. The key recommendations are to promote behaviour change in regard to half-flush and full flush on the toilet, and also efficient dish washing.

Chapter four explores waste management in the office. An audit found that the volume of the 'mixed recyclables' bin has increased over the past few years, however there is still improvement to be made in diverting waste from landfill. The most significant recommendations are for behaviour change surrounding takeaway coffee cups and lunch containers, and also increased education and dialogue about what is recyclable and what is not. The Conservation Council office has almost completed the ACTSmart Office re-accreditation, once education signs are put up and a reaccreditation appointment is booked.

Chapter five covers purchasing, and identifies Earthbasics as a Canberra-based eco-friendly stationary and event supplies shop. It suggests 'Reflex 100% recycled' and Ecocern as local alternatives to the currently used office paper.

Chapter six, on event planning, highlights that Pork Barrel is the best option for eco-friendly catering in Canberra. It also demonstrates that waste management must be considered well prior to events.

Attachment A shows details of all audits, provides a benchmark example and sets environmental office targets for coming years.

Contents

1 Background 4
2 Energy 4
Current accomplishments 4
Audit Results 4
Structural recommendations 5
Day-to- day recommendations 7
Daily shutdown schedule for the person leaving last 7
Energy monitoring options 7
3 Water 8
Current accomplishments 8
Audit Results 8
Recommendations 9
4 Waste 11
Current accomplishments 11
Audit Results 11
Recommendations 11
5 Purchasing 12
Current accomplishments 12
Recommendations 12
6 Event plan: Purchasing and logistics 13
Catering/self prepared food ideas 13
Purchasing ideas 14
Waste management plan 14
General recommendations 15
7 Behavior change 16
References 17
Appendices 18

1. Background

The Conservation Council ACT Region Office is within a tenancy of the Lena Karmel Lodge in Acton. At the time of writing, the office space has only been occupied for 6 months. The space was retrofitted under supervision of Conservation Council staff, so already has efficient design concentrated on water and energy saving. Currently the office is occupied by 5.5 full time equivalent staff. The office space contracts Canberra GGreen Clean for cleaning. The space has recycled timber and plywood floors, and double glazed windows.

This guide has several aims;

- Review of recommendations yet to be delivered from the Conservation Council 'Sustainable office 2013' document
- To assist with reaccreditation with ACTSmart Office (see page 11)
- To assist with an audit with ACTSmart Business, and the installation of energy monitoring software (see page 8)
- Review of office environmental targets, establishment of a benchmark and targets for coming years (see Attachment A)
- To advise on the options and cost for solar or Greenpower purchasing

Method

Data and recommendations for this report were based on two sources of information; responses from a self-created survey (see Attachment C) and from internet research.

2. Energy

Current accomplishments

- Private offices at back and open offices to the front to make optimal use of natural light and warmth from full-length windows.
- Honeycomb blinds and double-glazed windows to keep heat in in winter and out in summer.
- Efficient LED lighting (from ActewAGL grant)
- Sleep and hibernation mode is enabled on printer/copier
- Light in storeroom and personal computers switched off at end of working day
- Spring on mixer tap in kitchen that prevents wastage of hot water. The tap needs to be held toward the wall to stay on hot
- The fridge will be emptied and switched off during office close down periods
- Total greenhouse gas emissions only 13.59 t CO_2e (see attachment A)

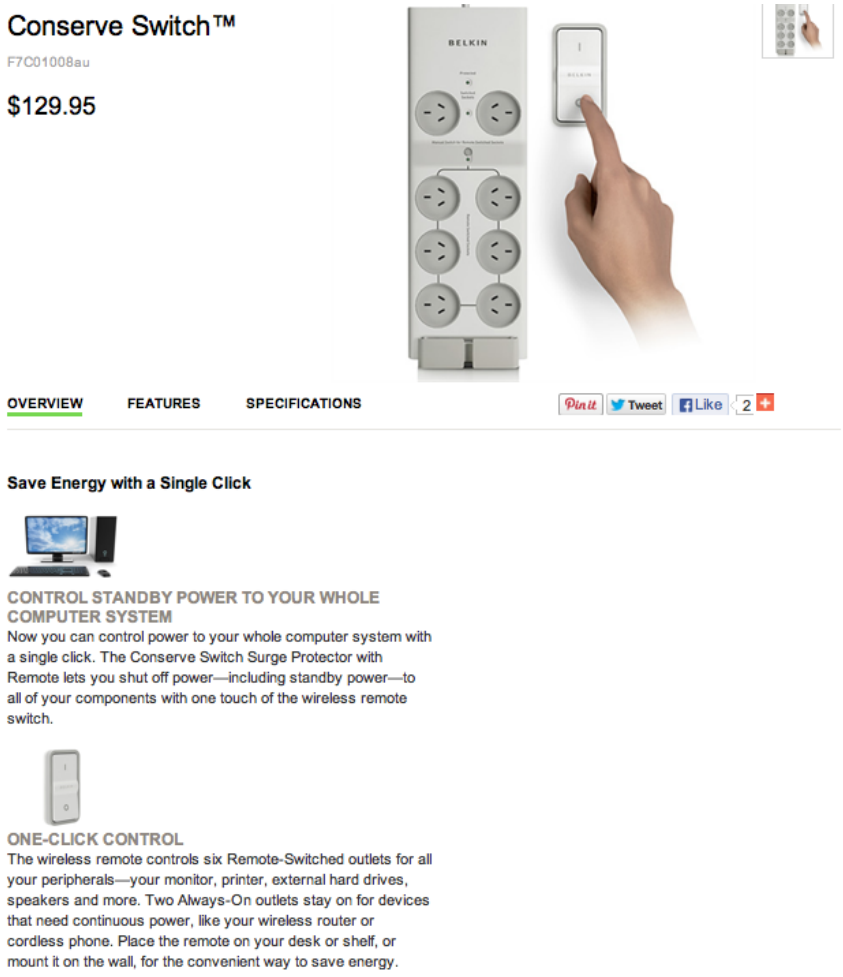
Audit results

- Martin Nikoloski from ACTSmart Business conducted an energy audit in December 2013 and found that electricity consumption is dominated by heating and cooling at 49%, and office and shop equipment at 27.2%. See attachment B for his full report.

- Most recent electricity bills show that the office consumes approximately 749 kWh per month.

Major structural recommendations

- After carrying out an energy audit, Martin Nikoloski from ACTSmart Business recommended that the office could potentially save $55 per year on power costs if standby power adaptors were installed to all PCs. The estimated cost is $350 but under the program, there is a 50% rebate on that cost. To proceed, obtain a quote from a contractor, or find a product (for example see below) and then forward the information along with a 'pre-approval for rebate' form for authorisation of the item. The form can be requested from actsmart@act.gov.au. Although this could be a useful product, a survey of employees found that they turn their computers off when not in use, so there may not be need for a consolidated switch.


Conserve Switch™
F7C01008au
$129.95
BELKIN
OVERVIEW
FEATURES
SPECIFICATIONS
Pin it
Tweet
Like
2
Save Energy with a Single Click
CONTROL STANDBY POWER TO YOUR WHOLE COMPUTER SYSTEM
Now you can control power to your whole computer system with a single click. The Conserve Switch Surge Protector with Remote lets you shut off power—including standby power—to all of your components with one touch of the wireless remote switch.
ONE-CLICK CONTROL
The wireless remote controls six Remote-Switched outlets for all your peripherals—your monitor, printer, external hard drives, speakers and more. Two Always-On outlets stay on for devices that need continuous power, like your wireless router or cordless phone. Place the remote on your desk or shelf, or mount it on the wall, for the convenient way to save energy.
Figure 1. Standby power adaptor product example
http://www.belkin.com/au/F7C01008-Belkin/p/P-F7C01008/

- When this Guide was started, the air conditioning in the Conservation Council office was often cooling and then heating unnecessarily. After contacting the air-conditioning company it was discovered that the air conditioning comes on at 8am and switches off at 5pm on work-days. A request was made to have the air-conditioner switched off for the holiday season and to drop the override from 2 hours to 1 hour only. It was also requested to have the automatic start up turned off in the Board room as this room is not in use all the time- this will be manual start up only.

- Investigate the possibility for switching light sensors to switches in high traffic areas such as the foyer, boardroom and offices. The boardroom light comes on unnecessarily due to movement in the kitchen. The foyer and office lights turn off when people are sitting for a long period, and use more power to turn on again once someone moves. Whereas the bathroom sensor is helpful because people don't need these lights on for a long period (and often forget to turn them off). A sensor light could be useful in the copy room.

- Cleaning lamps and fittings can maximise lighting efficiency. Clean globes and fittings cast more light than dirty ones, enabling you to get the same amount of light from fewer lamps. Lamps generally require cleaning every six to 12 months (UWA 2011).

- The Conservation Council is not receiving any of the solar energy generated on the roof of Lena Karmel Lodge (Peter Warrington, General Manager pers. comm.) It may be too expensive and impractical to have our own solar panels installed on the roof. The most approachable way to use clean energy would be to buy GreenChoice with ActewAGL. The Conservation Council office can replace energy with renewable energy;
  - 100 per cent for about $123 extra per month (the electricity bill becoming about $337 per month in total)
  - 50 per cent for about $61.80 extra per month (the electricity bill becoming about $276 per month in total).
  - 25 per cent for about $30.90 extra per month (the electricity bill becoming about $245 per month in total)
  - 10 per cent for about $12.60 extra per month (the electricity bill becoming about $226 per month in total)

  [7.5cents per KWh increase]

- Currently the hot water system in the Lena Karmel building is set at 67 degrees. Talk to the General Manager (Peter Warrington peter.warrington@unilodge.com.au) about setting the temperature on the hot water system as low as possible (between 60 and 65 degrees). Heating water any hotter than 67 degrees means that it has to be mixed with cold water when it comes out of the tap.

- At time of writing, an electrician had 'fixed' the sensor lights in the foyer area, but accidentally made them too sensitive so now they flick on and off regularly. It could be worth contacting Thomas Young (WinnaParker builders) once more if this doesn't get resolved, because it would be consuming a lot of energy. Thomas has the

contact of the electricians.
Thomas@winnaparker.com.au
Ph: 6198 3255

Day-to-day recommendations

The fridge should be kept at the lowest temp level most of the time, and perhaps turned up to halfway when there is a lot of food inside. The best energy saving temperature for a fridge is 4 degrees Celsius, and for a freezer it is between -15 and -18 degrees Celsius. 'If you are unsure what temperature your fridge is running at, you can buy fridge thermometers for as little as $5' (CSIRO 2012).

-
- The air-conditioner thermostat should not be set below 24 degrees in summer
- Turn brightness level on computer screens to the lowest that the user can tolerate
- Only use cold tap when washing hands to save energy
- Only fill kettle as much as you need to before boiling
- Switch off the unused computer in the foyer area at the powerpoint
- On hot days, keep most of the blinds down to keep the heat out
- Make sure individual computer settings are capable of the following energy-saving functions after the respective period of non- activity;

- 15 minutes monitor hibernation mode (switches off)
- 30 minutes system standby (hard drive switches off)
- 2 hours system hibernation (entire system switches off)

Choose hibernation over a screensaver!

Daily shutdown schedule for the person leaving last

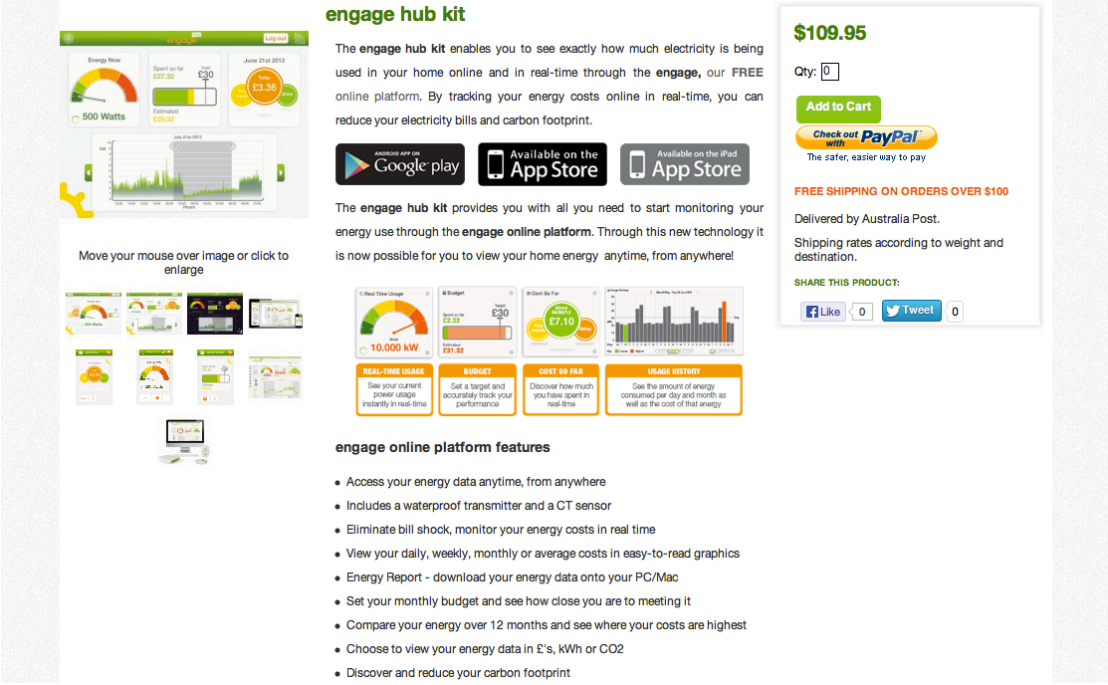
- Turn off copy room light
- Pull blinds down
- Switch kettle off at powerpoint
- Turn printer off at powerpoint
- Check nothing in the bathroom or kitchen is leaking
- Ensure all monitors and computers are switched off at the powerpoint

Energy monitoring options

To become part of Lena Karmel's Greensense monitoring program we would have to ask Greensense to install a monitor down here at Conservation Council, coming at a large cost.

Additionally, the system at Lena Karmel is set up to compare floors, so it wouldn't be able to include the Conservation Council as a room/apartment for comparisons sake (Aditya Chopra pers. comm., IT, Lena Karmel UniLodge).

In his energy audit in December 2013, Martin from the ACTSmart Business program (martin.nikoloski@act.gov.au) suggested the installation of an energy monitor in the Conservation Council office. To date the Director of the Conservation Council has approved the monitor by signing a form and sending it back. This may need following up in the 2014 New Year. Another alternative is the Efergy 'engage kit', which would come at a cost (see figure 2).


engage hub kit
The engage hub kit enables you to see exactly how much electricity is being used in your home online and in real-time through the engage, our FREE online platform. By tracking your energy costs online in real-time, you can reduce your electricity bills and carbon footprint.
Google play
Available on the App Store
Available on the iPad App Store
The engage hub kit provides you with all you need to start monitoring your energy use through the engage online platform. Through this new technology it is now possible for you to view your home energy anytime, from anywhere!
Move your mouse over image or click to enlarge
REAL-TIME USAGE
BUDGET
COST SO FAR
USAGE HISTORY
engage online platform features
Access your energy data anytime, from anywhere
Includes a waterproof transmitter and a CT sensor
Eliminate bill shock, monitor your energy costs in real time
View your daily, weekly, monthly or average costs in easy-to-read graphics
Energy Report - download your energy data onto your PC/Mac
Set your monthly budget and see how close you are to meeting it
Compare your energy over 12 months and see where your costs are highest
Choose to view your energy data in £'s, kWh or CO2
Discover and reduce your carbon footprint
$109.95
Qty: 0
Add to Cart
Check out with PayPal
The safer, easier way to pay
FREE SHIPPING ON ORDERS OVER $100
Delivered by Australia Post.
Shipping rates according to weight and destination.
SHARE THIS PRODUCT:
Like 0
Tweet 0
Figure 2. Efergy 'engage kit' monitoring system

3. Water

Current accomplishments

- Dual-flush toilet
- The rainwater that is caught on the Lena Karmel UniLodge roof is used for flushing the toilets in ground floor tenants (Peter Warrington pers. comm., General Manager of Lena Karmel)

Audit results

An audit of water use in the Conservation Council found that toilet flushing is by far the biggest form of water consumption in the office. The second largest form of consumption

was in hand washing. Third was dish-washing and the smallest was water for drinking or for hot drinks. For more information, see attachment A.

Recommendations

- Fill up sink when washing dishes.
- Report tap and toilet leaks to a maintenance service as soon as possible
- When hand washing; wet hands, turn tap off, squirt soap and lather, then turn tap back on to rinse.
- Below is a sign that can be placed above the toilet for educational purposes.

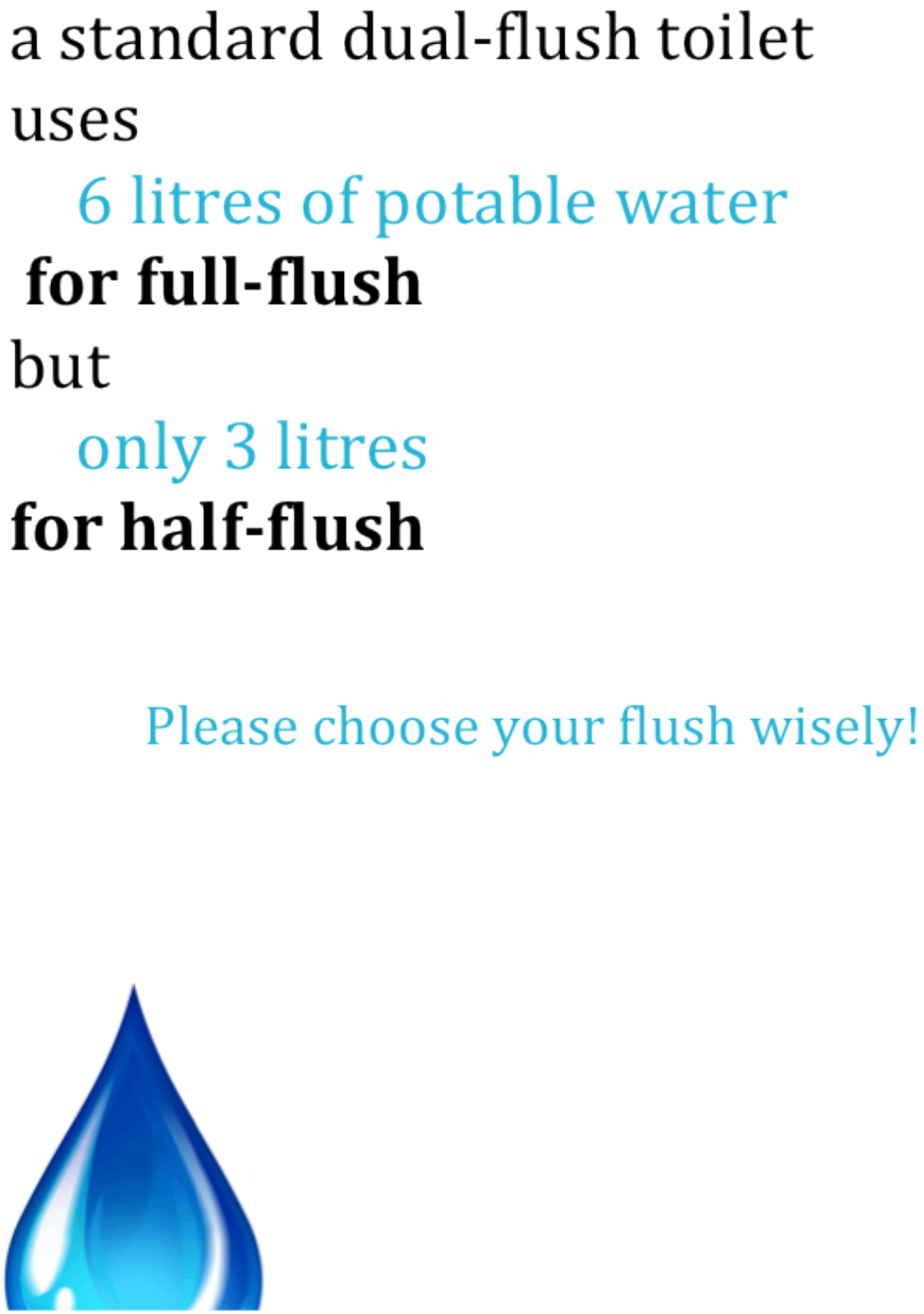


Figure 3. Toilet behaviour change poster. Image saved as PDF, can be enlarged for print.

4. Waste

Current achievements

- Compostable bin liners
- Three bins: landfill, organics and mixed recyclables
- Organics bin contents is returned to the earth, by being placed in the compost bin on the Lena Karmel Rooftop gardens
- Information signs printed and framed, to be put above bins
- Avoid, reduce, recycle motto

Past audits

	Landfill (m^3/month)	Mixed Recyclables (m^3/month)	Organics (m^3/month)
2009	0.06	0.12	[1 worm farm]
2010	0.06	0.24	[1 worm farm]
2012	0.06	0.12	N/A
2013	0.1	0.16	0.028

Recommendations

- Complete the two more steps necessary to get an ACTSmart Office accreditation. So far the Conservation Council office has completed an initial waste audit for the program, received an education session, and submitted a post audit. Now all that needs to be done is to have the four bin information signs attached to the wall in the kitchen, then someone must contact carlym.scott@act.gov.au (or ACTSmartOffice@act.gov.au) to arrange a 'reaccreditation appointment'. This will involve an inspector making a quick visit to check that the signs have been put up.

- Once the clean out of the store room has been carried out- put aside a paper tray to be placed next to the printer and labeled '1 sided paper waste for scrap- no confidential please'

- Make it known that there is battery disposal at all major ANU libraries and ALDI stores

- Recommend to 'Canberra Green Clean' that they do ACTSmart business and office cleaner program

- Set up a shared excel 'logbook' or sign off sheet in the bin key drawer for the weekly 'waste manager' to record every time they take out the trash, will be great for future auditing and benchmarking

- Reduce the default paper margin on Microsoft word on each computer, which will result in less printing overall.

- Make it known that takeaway coffee cups are recyclable.

- Encourage the use of keep cups. Perhaps put sign as you leave the building, or a label above the door handle that says 'Have you got your keep cup?'

- Remind others that it is possible to recycle paper with glue, glitter, paint, staples or sticky tape on it.

- Many cafes allow you to bring a container for their takeaway food (eg. Sumo salad)

5. Purchasing

Current accomplishments

- Recycled toilet paper
- Fair trade and organic tea
- 100% recycled office paper

Recommendations

- The Food Co-op around the corner has Earl grey and English breakfast in loose leaf, and the Conservation Council office have a loose leaf tea strainer in the drawer
- The Food co-op also has organic sugar for $4.20 p/kilo
- Explore an alternative to Mystique Printing, who are based in Melbourne. Two local and sustainable graphic design and print groups to consider are;
  Papercut: http://www.papercut.net.au/
  Spectrum Graphics: http://sg.com.au/site/

- Some alternatives to the office paper 'Nautilus' (shipped from Europe) are;

1 Reflex 100 per cent recycled. Is manufactured and packaged in Australia. It is true that most of the *Reflex* range of papers use native forest fibre and thus are rightly subject to criticism for this. However, their 100 % recycled paper should be encouraged, so it will be seen as a legitimate and valuable alternative for future investment. It is available from 'Staples' but also 'buyecogreen' (see below)

2 Ecocern paper. It is Australian produced and packaged, and 100 % recycled. This is the most sustainable option because there is no bleach involved in its production. For this reason however it is not recommended for colour printing and faxing. They

do sell envelopes and presentation folders though.
Their office paper costs $11.00 per ream, 5 reams per box = $55.00. All orders are sent out by courier from Sydney and takes 2 days following order. Base freight charge is $33.00 nationally**.**
Ph: 9337 2737
ecocern@ecocern.com

- Some stationary supplier alternatives to consider are;

1 'Buy eco green'. If you order before 1pm the courier will usually come next day. You can order online, shipping by courier is approx $22 (for a box of office paper and 1 pack envelopes). If you make an order over $150 you get a 10% discount, which usually covers the freight.
They have eco paper (reflex 100 % recycled), pens, staplers, sticky tape, folders, binders, cornstarch mugs, dishwashing liquid, SAFE toilet paper and calculators. They dispatch from Sydney.
Ph: 1300 663 488.
http://www.buyecogreen.com.au/writing--stationery-c107/pens---recycled-paper-c107113

2 'Earthbasics'. Can be ordered online and they dispatch from Fyshwick. For same day delivery prices are $19.00 + GST for the first box and an additional $3.00 per extra carton, or you can pick up from their store at no charge. They sell eco bin liners, biodegradable bowls, coffee cups, cutlery, drinking straws, plates, compostable cling wrap, recycled serviettes, sharpeners, pencils and pens.
Earthbasics.com.au
Ph: 6280 4128
sales@earthbasics.com.au

6. Events purchasing and logistics

Catering/self made food ideas

- National Arboretum.
  Source all produce from local area and put emphasis on organics. However, the Conservation Council office must use their (expensive) venue to be able to receive their catering. Contact Anthony Barhoush 6273 4366 or a.barhoush@gingercatering.com.au

- Pork barrel.
  They do external catering and use organic and local produce. $20 delivery fee and best to drop off used equipment because they charge fees for doing so. Minimum catering order is $45.
  Ph: 6273 1455

info@thelobby.com.au

- Merici college.
  Hospitality students cook and often use produce from their school garden.

- Where possible, buy food from the EPIC farmers markets on a Saturday morning (Exhibition Park in Canberra on Northbourne Avenue) or the South-side farmers markets on a Sunday morning (Canberra Institute of Technology, Ainsworth St, Phillip, ACT)

- Greenhill farm biodynamic meats. You can order online and they are in Bungendore, only 40 km from this office. They do steaks and sausages and will deliver to the door for free if over a certain weight.
  Ph: Sue or Greg 6238 0203
  sue@greenhillfarm.com.au

- Food co-op (local and organic food) around the corner has bread, salad leaves, cheese, crackers and fruit.

Purchasing ideas

- Going Green Solutions

Have compostable cups, PLA coated (plastic derived from plants) 1000 pack for $98.
Biodegradable PLA coated lids 1000pk $80.
100 % recycled napkins 4000pk $70.
Based in Melbourne- delivery is 3-4 working days (free if under 5kg and over $100).
http://www.goinggreensolutions.com.au/checkout/cart/
Ph: 97180126

- Earth basics
  (see page 13 for more details)

Waste management plan for events

Event at Conservation Council Office	Empty all bins prior to event Make sure information signs are clearly visible
Event at other indoor location	Contact one week prior to ask whether they have bins, how many, and if we will need to provide bin liners and signs. If all equipment is not available, see below. For example, at Merici college the

	Conservation Council will need to call ahead to arrange a key to access their recycling bins. At the Multicultural centre the Conservation Council will need to organise their own bins entirely. For Lena Karmel, they have a two chutes (landfill and recyclables) so only need to take bin liners and a box for recyclables. Organics can be put in a compostable bag and put it outside in the garden's compost. Think ahead if you think you might have large amounts of organics.
Event at outdoor location	Contact Carly Scott from ACTSmart and join the Public Event program, in order to get some free bin signage and a water fountain unit. Waste away will deliver and pick up 'event bins'. Rubbish $25.50 per bin, Commingled Recycling $24.00 per bin, Organics $25.50 per bin. Delivery and pick-up is usually $55 per hour, however they are flexible if it's a charity event run by a small NGO.

General event recommendations

- Promote active transport on the event poster (name the bus stop closest, and bike paths that connect to the location)
- Promote the event primarily by internet- email newsletters, twitter and through other organisation's newsletters. Or go old school and door knock!
- Take proper steel cutlery and ceramic crockery to events where possible
- Bamboo is great for plates and cutlery because it is fast growing and often does not require fertiliser. However be sure to buy bamboo products that are sourced from a plantation (rather than native habitat) and that has been converted into fibre by mechanical rather than chemical means

7. Behaviour change in the office

The first step to ensuring that behaviour change occurs in an environment like the Conservation Council office, is identifying the exact behaviour to be promoted. For example, switching the copy room light off before leaving at the end of the day. The second step is to identify the barriers associated with the behavior. In the previous example, some barriers would include forgetfulness and lack of education about energy saving. Finally, a strategy must be devised that utilises behaviour change tools such as; gaining a commitment from an individual, social norms, prompts, incentives, and ensuring convenience. According to McKenzie-Mohr, the strategy most likely to change behaviour is direct appeals from one person to another (2011:10). Another powerful tool is education, well demonstrated by this snippet taken from QLD Health Green Office Guide (2009),

> *'Did you know? A computer left on overnight all year generates the same amount of greenhouse gas as a car driving from Sydney to Perth – that's 4352km!'*

The bulk of behaviour change needs to be focused on the following behaviours within the Conservation Council office;

- Reducing computer energy use
- Switching off the copy room light
- 'Think before you print'
- 'Avoid, reduce, recycle'
- Making the effort to purchase eco stationary, event products and food
- Using bus, bike or car pool for the commute to work

The behaviours that could probably be best modified by education are;

- Changing paper margins on Microsoft Word to reduce printing
- Lowering the brightness level on the computer screen
- Putting waste in the correct bin
- Encouraging a 'no print' mentality
- Avoiding waste e.g. don't forget your Keep-Cup

For more effective behaviour change surrounding the recommendations made in this guide, it could be useful to make the guide part of volunteer or staff induction.

Reference List

CSIRO 2012. 'Saving Energy in your Kitchen'. http://www.csiro.au/Outcomes/Energy/Saving-energy-in-your-home/Saving-energy-in-your-kitchen.aspx

McKenzie-Mohr, D. 2011. Fostering Sustainable behaviour: An Introduction to Community-Based Social Marketing. New Society Publishers, Canada.

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University of Western Australia, 2011. Green Building Guide. http://www.sd.fm.uwa.edu.au/staff/green-building/guide

Appendices

i. Attachment A- Waste, energy, water and transport data and targets for coming years

ii. Attachment B- ACTSmart Business action plan (energy audit)-carried out by Martin Nikoloski from ACTSmart Business 11 December 2013

iii. Attachment C- summary of Conservation Council employee behaviour survey results:

Webtool used: surveymonkey.com

Question 1: Home address

- 54 rivett st, Hackett
- 39 Moorhouse St O'Connor
- 260 La Perouse Street Red Hill
- 20 Refshauge Crescent Macgregor
- 13/311 Flemington Road, Gungahlin

Question 2: How do you travel to work most regularly?

- Car- 1 respondent
- Bus- 1 respondent
- Car with others- 2 respondents
- Bicycle- 2 respondents

Question 3: If you drive a car to work most regularly, why?

- 'I drive when I have meetings out of town during the day -- ie yesterday Gungahlin in the morning and Fairbairn afternoon'
- 'Distance, convenience, usually go swimming or gym after work so it's easier to bring more things, and I don't feel as bad because it's a Prius/Hybrid'
- 'Distance of commute (bussing takes up to 3hrs a day) and it is about the same price for two of us to drive together than for us both to catch the bus. I take the bus when it is just me though'
- 'It is because of the distance. My housemate works at ANU so it is also a matter of convenience'.

Question 4: When you run an event for the Conservation Council, how do you manage waste at the event?

- Take bin bags and tie them to a tree/post- 3 respondents
- Take bins with bin bags inside- 2 respondents

Comments:
'It is ad hoc - if a venue already has bins, we use their bins. Example - Lena Karmel rootop - they have onsite recycling and landfill. We dont seperate organic waste at events - that all goes to landfill.'
'varies depending on the event'
'We take bags to the event at times especially if the event is at a nature reserve. However if we have access to a proper venue, such a a community centre, we use the bins available there with bags inside'

Question 5: When you run an event, do you take more than one bin? Please tick the number of bags/bins you usually take.

- 1- 1 respondent
- 2 (landfill and recycle)- 1 respondent

Comments:
'Dont usually take bins, use bins onsite and take extra bags for recycling if needed.'
'Not sure - normally take the roll of bags'
'not really sure, usually use the bins at the venue'
'Usually one. Or just garbage bags. We do try to separate the landfill and recycle as much as possible but have not yet consciously implemented a waste management strategy at events'

Question 6: When you run an event, how do you usually transport the equipment, food etc to the event?

- **'** Beg and borrow someones car!'
- 'car'
- 'car or wheely bin if close by'
- 'personal car'

Question 7: What is the brightness level on your computer screen right now?

- 'unsure'
- 'not sure'
- 'not sure?'
- 'Full'
- 'Maximum'

Question 8: Is your Microsoft word currently set on default double-sided printing, or does it often switch out of the default?

- Yes
- Yes
- Yes
- Set on default double sided
- It is set to default double-sided printing

Question 9: If you open a new Word document on your computer, what is the width of the paper margins on the top and side of the page?

- 'Unsure- I am working from home today!'
- 'I use our template so whatever that is'

- ‘2cms’
- ‘sitting between the 1s, not sure what that equates to’
- ‘Default: 2.54cm, (Top) 3.17cm (side)’

Question 10: If you are ever last to leave at the end of the day, please list the equipment/appliances that you turn off.

- ‘My own computer and monitor only. The lights automatically switch off after 30 minutes. Air con shuts down automatically. Printer goes into hibernation.’
- **‘**my computer’
- ‘My computer Pull blinds down Turn light off in store room That’s all’
- ‘personal computer, store room light’
- **‘**Switch of the lights in the storeroom. My computer.’